



MOORE NORMAN
TECHNOLOGY CENTER

School Startup Plan

Fall 2020

Updated 8/28/2020

Preparing for success, changing lives, building better tomorrows

MNTC School Startup Plan *see mntc.edu/backtoschool for the latest updates*

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A LETTER FROM THE SUPERINTENDENT

July 29, 2020

To the Moore Norman Technology Center community:

As we anticipate the upcoming restart of our training programs and courses for Fall 2020, we hope that you are as excited as we are to get back to full concentration of all resources in pursuit of our mission. Some things will be different than in the past, but our commitment to student success is unwavering.

Over the past weeks and months, the leadership team at Moore Norman has drawn upon many resources as we considered how to go about starting school this fall amidst the COVID-19 pandemic. We closely monitored guidance from local, state, and federal sources; we gathered feedback from our students, their parents/guardians, and our classroom instructors; and we reviewed best practices from similar educational institutions.

We learned from a survey of new and returning MNTC students and parents/guardians (of high school students) - with over 535 responses - that 70% of respondents believe that an in-person educational experience would be more conducive to learning than other learning models.

We engaged with our instructors and confirmed their strong commitment to making the career and technology education onsite learning model work during a pandemic. Providing students with real-world learning and training opportunities is what makes us unique. It is why career and technology education exists. All of this information was taken into careful consideration as we worked to develop a back-to-school plan that best serves MNTC students, employees, and visitors.

Consequently, we have decided to return to school on August 18 with a 100% onsite, on-campus learning model while practicing the strictest health and safety standards in all classrooms, workspaces, and common areas.

On the following pages, you will find enhanced health and safety practices and requirements, thorough consideration and planning for various potential scenarios, and built-in flexibility designed to promote student success and maintain the health and safety of the entire MNTC community.

The outlook on COVID-19 changes daily, as does the information we learn and the guidelines we receive to maintain a safe and healthy learning environment. As our plan continues to develop, I encourage you to visit us online regularly at www.mntc.edu/BackToSchool for the latest updates. Let us know what questions and concerns you have as we move through these next months together.

Thank you for your understanding and flexibility as we navigate this unprecedented situation. We are excited to have students back on campus, and we look ahead to this new year of learning!

Sincerely,



Brian Ruttman,
Superintendent/CEO

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Our Mission

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Our Vision

Moore Norman Technology Center is recognized as the first choice for workforce development and training, committed to providing an outstanding educational experience for every student and client.

Our Core Values

Accountability
Data-Driven Decision-Making
Diversity & Inclusion
Empowerment
Excellence
Growth
Honesty, Integrity, & Transparency
Innovation
Respect

Our Culture: The Moore Norman Way

Students and stakeholders are our highest priority; employees are our most valuable resource.

Everyone is valued and appreciated.

Everyone deserves respect.

I am empowered to control my future.

I hold myself accountable.

staying above the line

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MNTC School Startup Plan updated 8/28/2020 see www.mntc.edu/BackToSchool for the latest updates

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Anna Aguilar

Cole Atkinson

Jeanette Capshaw

Robyn Castleberry

Stephania Cordova

Brandon Dickerson

Lee Dow

Joe Ely

Shawna Herell

Steve Ketchum

Trisha Marlow

Karla Marshall

Jerry McConnell

Carla McKinley

Wendy Perry

Nancy Rogers

Stephanie Royse

Brian Ruttman

Stephanie Simon

Jim Smith

Steve Yadon

SCHOOL STARTUP LEARNING MODELS

Moore Norman plans to start school August 18, 2020, using our traditional instructional delivery model – Learning Model 1-100% Onsite Learning – as described below.

Onsite learning – combining instructor-led and online curriculum delivery, plus hands-on demonstrations and learning experiences in a real-world environment – is what makes career tech education so valuable to high school students and adults who want to prepare for high-demand/high-skill/high-wage jobs. This model has been developed and refined over a period of many years and is the best approach to preparing our students for career success.

If conditions develop at any time such that 100% onsite learning is not possible while maintaining the highest standards of safety for our students and employees, we will adjust the learning model and integrate Learning Model 2 and/or Learning Model 3 as appropriate.

LEARNING MODEL 1 100% ONSITE LEARNING	LEARNING MODEL 2 BLENDED LEARNING	LEARNING MODEL 3 100% REMOTE DISTANCE LEARNING
MNTC offers a morning and afternoon session for high school students and adult learners. Buses will transport to and from partner schools.	This model is a combination of remote learning and onsite learning. This format may not be available for certain programs that may require primary elements of traditional onsite learning as required by certifications and other accreditation requirements.	This will be offered if there is a district closure or if MNTC must take action due to exposure in a classroom or program due to a teacher or student having tested positive for COVID-19. The district expects that students abide by all expectations provided by the teacher for distance learning. All engagement with the curriculum is aligned with industry standards that bring relevance and rigor to virtual learning.

STUDENTS & VISITORS - RETURNING TO CAMPUS

All students and visitors must adhere to the guidance issued by the Centers for Disease Control and Prevention (CDC) to prevent the spread of COVID-19 while on Moore Norman’s campuses. This guidance includes:

Daily Health Self-Screening: Before coming to campus, students must do a self-screening at home for signs and symptoms of the COVID-19 virus. The CDC self-screening measures include the following questions. (Answers to all questions must be NO before coming to school.):

Today or in the past 24 hours, have you had any of the following symptoms?

- Fever of 100.4 degrees or above
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- In the past 14 days, had contact with a person known to be infected with COVID-19

Temperature Screenings: Students and visitors will be screened for elevated temperature before being admitted to any campus facility. If a student or visitor has a fever of 100.4 or above, they will not be admitted. The district will help make contacts to assist individuals who need transportation.

Health Check-in Form: Students and visitors will be required to complete an online form confirming that they are free from COVID-19 symptoms and have not had any recent

exposure to COVID-19.

Social Distancing: All students and visitors must practice 6 ft social distancing when in the presence of others in the buildings or on the grounds.

Cloth Face Coverings: We require students and visitors to follow CDC guidelines and wear cloth face coverings when social distancing cannot be guaranteed. Face coverings may be any cloth face covering that covers the nose and the mouth and

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that is compliant with the district dress code Refer to the CDC website for more information about CDC recommendations for cloth face coverings.

Gloves: CDC does not recommend the wearing of gloves by the general population in non-medical settings. If you wish to wear gloves, it is your option but not an MNTC requirement.

Common Areas: Common areas are defined as areas shared by more than one person. Upon leaving, you should wipe down any equipment or surfaces you have touched.

Common Equipment: Common equipment is defined as equipment shared by more than one person. After using common equipment, you should wipe it down to disinfect surfaces that may have been touched.

Disinfection: Frequently and upon leaving an area, use the disinfectant wipes provided to clean all “high touch surfaces” used during the workday. High touch surfaces include doorknobs, work surfaces on tables or desks, shared equipment, copying/ business machines, light switches, bathroom faucets, etc. MNTC will provide wipes and/or disinfectant spray. Custodians will disinfect surfaces daily and perform a deep cleaning weekly.

Hand Washing: Wash your hands often with soap and water for at least 20 seconds. Use

hand sanitizer with at least 60% alcohol if soap and water are not available.

Avoid touching your eyes, nose, and mouth with unwashed hands.

If you cough or sneeze, cover your mouth and nose with a tissue, or use the inside of your elbow. Throw used tissues in the trash and immediately wash your hands.

Avoid sharing phones, desks, offices, or other work tools and equipment, when possible.

If COVID-19 symptoms begin after being admitted to campus: Students must

immediately report to the instructor/teacher if they begin to display any symptoms listed in the pre-screening COVID-19 list above.

Students and visitors must leave campus to protect the health of others and to seek medical assessment. Following medical assessment, students and visitors should return to campus only after being cleared to do so.

STUDENTS – RIDING BUSES

Students are expected to comply with CDC and district-approved COVID-19 self-screening measures prior to boarding any MNTC bus or other Moore Norman vehicle.

Daily Health Self-Screening: Before boarding a bus to come to campus, students must do a self-screening for signs and symptoms of the COVID-19 virus. The CDC self-screening measures include the following questions. Answers to all questions must be NO before boarding a district vehicle:

Today or in the past 24 hours, have you had any of the following symptoms?

- Fever of 100.4 degrees or above
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- In the past 14 days, had contact with a person known to be infected with COVID-19

Health Check-in Form: Students riding buses will be required to complete an online form confirming that they are free from COVID-19 symptoms and have not had any recent exposure to COVID-19.

Due to the elevated risk of disease transmission in the close confines of a bus, bus drivers and passengers must wear face coverings. Each student will be expected to provide their own face covering. In the event a student is unable to secure a face covering, they will be made available on buses by Moore Norman. We understand that some individuals cannot or should not wear a cloth face covering due to medical reasons. If a person needs to request an exception to wearing a cloth face covering while riding a bus, please contact our Title IX Coordinator at stephanie.royse@mntc.edu prior to riding the bus. Due to the challenges associated with maintaining social distance in a bus or vehicle, parents may elect to transport their student(s)

Every bus will be properly cleaned and sanitized after each bus route. Weather permitting, windows will be lowered to allow the circulation of fresh air in the bus.

When riding a Moore Norman bus:

A cloth face covering must be worn at all times. Proper social distancing will be used to the fullest degree possible.

No passengers will be allowed in the two front seats closest to the bus driver.

Once a seat is selected, the rider must remain in the same seat until their trip has reached its final destination.

Once on campus, the guidelines provided above in STUDENTS & VISITORS – RETURNING TO CAMPUS apply.

STUDENTS – IN THE CLASSROOM AND LAB

Teachers will ensure classrooms and labs are fully sanitized after each use. The safety precautions will be communicated to all students, and they will be responsible to follow all guidance as established by the district. The following actions have been taken to ensure classrooms and labs are safe and students are ready for learning:

Multiple health and safety measures

implemented at each site

Increased use of technology in order to be flexible and adaptable should a need to do so develop.

Daily health attestations (check-in forms) and temperature checks for every student and staff member

Deep sanitation of campuses and buses, especially high-touch areas on a frequent basis.

Hand sanitizer in each classroom

Procedures and protocols to increase physical and social distancing on buses, in classrooms, during breaks, and at arrival and departure times.

Staggered breaks to prevent crowding in restrooms and break areas

Use of public water fountains will be prohibited, except for touchless bottle filling

Face shields and face coverings for those staff members whose job requires extreme close proximity with students. Face coverings required for all staff. Face coverings will be available for all students and will be required

EMPLOYEES – FULL RETURN TO CAMPUS

Employee procedures for on-campus work:

Daily Health Self-Screening: Before coming to work, employees must do a self-screening for signs and symptoms of the COVID-19 virus. The CDC self-screening measures include the following questions. Employees must answer NO to all questions before coming to work:

Today or in the past 24 hours, have you had any of the following symptoms?

- Fever of 100.4 degrees or above
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- In the past 14 days, had contact with a person known to be infected with COVID-19

On-Campus Health Screening: When first arriving on campus for the day, you must visit a health check station before reporting to your work area. You will be required to complete a check-in form and show the attendant the “clear to enter” results before proceeding, then touchless temperature screening will be conducted. If you have a temperature of 100.4 degrees Fahrenheit or higher, you will not be allowed to remain on campus. After each screening, you will be provided with a colored wrist

band or badge sticker for the day. You are required to wear the band or display the sticker during your entire time on campus for that day.

Gloves: CDC does not recommend the wearing of gloves by the general population in non- medical settings. If you wish to wear gloves, it is your option but not an MNTC requirement.

Cloth Face Coverings: Face coverings are required at all times except when working alone in a private office or area or when

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proper distancing can be maintained consistently. Face coverings must cover the nose and mouth completely. If working outside, face coverings are required if working alongside other employees.

Social Distancing: All employees must practice social distancing, 6 feet or more to the extent possible, when in the presence of others in the buildings or on the grounds. Any exchange of mail, documents, etc. should be arranged to avoid any face-to-face contact.

Common Areas: Common areas are defined as areas shared by more than one person. Upon leaving, you should wipe down any equipment or surfaces you have touched.

Common Equipment: Common equipment is defined as equipment shared by more than one person. After using common equipment, you should wipe it down to disinfect surfaces that may have been touched.

Work Areas: To limit unnecessary contact between employees and the potential for community spread, you should remain in your designated work area(s) unless necessary to travel to another area to conduct district business.

Disinfection: Frequently and upon leaving, use the disinfecting wipes provided to clean all “high touch surfaces” you used during the workday. High touch surfaces include doorknobs, work surfaces on tables or desks, shared equipment, copying/business machines, light switches, bathroom faucets, etc. MNTC will provide wipes and/or disinfectant spray. Custodians will perform deep cleaning regularly.

Guests on campus: Employees coming into campus buildings will NOT bring others with them unless approved by their supervisor and the Human Resources department.

SUPERVISORS – PREPARING FOR EMPLOYEES TO RETURN TO CAMPUS

Supervisor procedures for on-site employees:

Supervisors will develop on-site work schedules for their essential employees that allows for minimal time spent in the building(s) and minimal presence with other employees so that social distancing can easily be achieved.

Supervisors will also:

Ensure that employees follow all provisions outlined above.

Ensure that employees are provided disinfecting materials for use in their office spaces and common areas.

Ensure that the procedures for response to positive COVID-19, symptomatic or exposed students, and employees are followed.

RESPONDING TO COVID-19 CASES AND EXPOSURES: SIX SCENARIOS

The six scenarios below describe typical circumstances and the actions we will take should similar circumstances arise at Moore Norman. Appropriate responses to other exposure situations can be inferred from these scenarios.

AT ALL TIMES THE PRIVACY RIGHTS OF ALL INDIVIDUALS WILL BE FULLY RESPECTED AND MAINTAINED TO THE FULLEST EXTENT POSSIBLE.

The following terminology is used in this section:

- **Active Case** - an active case of COVID-19, confirmed by symptoms and viral/diagnostic (not antigen) testing
- **Suspected Case** – a suspected case of COVID-19, suggested by symptoms but not yet confirmed by a positive viral/diagnostic test
- **Level 1 Exposure** - close contact with an individual with an Active Case
- **Level 2 Exposure** - close contact with a Suspected Case, close contact in a social setting of more than 10 individuals, travel by commercial air
- **Level 3 Exposure** – close contact with an individual with a Level 1 Exposure, more distant contact with an individual with an Active or Suspected Case

Close contact means:

- 15 minutes or more at a distance of 6 feet or closer, AND/OR
- contact with a person’s respiratory droplets, such as, a sneeze or cough, AND/OR
- direct physical contact with, such as, a handshake or hugging, AND/OR
- sharing eating or drinking utensils, hand tools without sanitizing between each use, or other items.

Response Protocol Quick Reference

Status	Definition/Circumstances	Response
Active Case	An active case of COVID-19, confirmed by symptoms and a positive viral/diagnostic test (not an antigen test)	<ul style="list-style-type: none"> • Quarantine until no fever for 72 hours without fever reducer AND • No symptoms for 24 hours AND • At least 10 days since onset of symptoms
Suspected Case	A suspected case of COVID-19, suggested by symptoms but not yet confirmed by a positive viral/diagnostic test	<ul style="list-style-type: none"> • Quarantine until no fever for 72 hours without fever reducer AND • No symptoms for 24 hours AND • At least 10 days since onset of symptoms OR negative viral/diagnostic test
Level 1 Exposure	Close contact with an individual with an Active Case	Quarantine for 14 days after date of last exposure
Level 2 Exposure	<ul style="list-style-type: none"> • Close contact with a Suspected Case OR • Close contact with others in a social setting of more than 10 individuals OR • Travel by commercial air or ship 	<ul style="list-style-type: none"> • Quarantine for 5 days after last exposure • Quarantine may end immediately if exposure was to a Suspected Case who later tests negative for COVID-19 • Quarantine may extend to 14 days if Suspected Case becomes an Active Case
Level 3 Exposure	<ul style="list-style-type: none"> • Close contact with an individual with a Level 1 Exposure OR • More distant contact with an individual with an Active or Suspected Case 	<ul style="list-style-type: none"> • Individuals advised to watch closely for symptoms of COVID-19. • If individual with Level 1 Exposure becomes an Active Case, those with Level 3 Exposures become Level 1 Exposures.

Scenario 1 – Level 1 Exposures to an Active Case (not a Suspected Case)

An employee or student has had known close contact with an individual with an Active Case (resulting in a Level 1 Exposure) OR has knowledge that an individual with an Active Case has been in one of our buildings (potentially resulting in multiple Level 1 Exposures), OR the Oklahoma State Department of Health (OSDH) informs MNTC that a student or employee has tested positive for COVID-19 (also potentially resulting in multiple Level 1 Exposures).

- The employee or student who knows of the exposure completes the online COVID-19 Exposure Report Form that is found on the district intranet and the external website. Exposure reports will be sent immediately to the MNTC Safety & Security and Human Resources departments.
- If the individual with the known Active Case is a student or employee, they must follow the OSDH guidelines for home isolation and care and will only be allowed back to campus after:
 - Three consecutive days with no fever (without the use of a fever suppression medication)
AND
 - No symptoms for at least 24 hours
AND
 - At least ten days since symptoms first developed
OR
have tested negative for COVID-19 by a viral/diagnostic test (not an antigen test)
- If the individual with an Active Case attends a high school, the Executive Director of Instruction will contact the high school principal and notify them of the situation.
- Individuals with known close contact with a person with a known Active Case are considered to have a Level 1 Exposure and must quarantine immediately for 14 days following the date of the last contact.
 - Online learning and remote work may be implemented during this time for the individuals with Level 1 Exposures.
 - If individuals with Level 1 Exposures develop COVID-19 symptoms during their quarantine, they will be considered an Active Case and should contact their health provider and follow their recommendations.

- These individuals should notify Moore Norman as soon as they begin showing COVID-19 symptoms. They may return to campus after the conditions described above for return to campus from an Active Case are satisfied.
 - Individuals with Level 1 Exposures who do not develop COVID-19 symptoms may return to campus after they have quarantined for 14 days.
- Individuals with known close contact with a person with a Level 1 Exposure or with more distant exposure to an individual with an Active or Suspected Case are considered to have a Level 3 Exposure. The district will regard these individuals as unaffected.
- The district Safety & Security department will work with staff to identify potential close contact Level 1 Exposures and will investigate to determine if additional Level 1 Exposures actually occurred.
 - If it is determined that additional Level 1 Exposures occurred, the affected individuals will quarantine at home for 14 days from last exposure and are advised to follow CDC guidelines. Check temperature twice a day and watch for COVID-19 symptoms.
 - If the affected individuals attend a local high school, the Executive Director for Instruction will contact the sending school principals whose students are affected and provide relevant information.

Scenario 2 – Student or visitor with a Suspected Case

A student or visitor arrives at school with a fever of 100.4 degrees or above, OR a student/ visitor notifies school staff that they are feeling ill with potential symptoms of COVID-19, OR teacher/staff notices a student/visitor displaying possible symptoms of COVID-19.

- If a fever is measured at the temperature check station or if the student/visitor fails to meet the attestation form admission criteria, the attendant will ask the student/visitor to step to the side, at least six feet away from anyone in the area. The attendant notifies the Program Director or COVID Responder immediately for further direction. (Contact information for Program Directors and COVID Responders is available on the district intranet.)
- If the potential COVID-19 symptoms are observed during the school day, the teacher or employee making the observation will notify the Program Director or COVID Responder immediately by phone.
- Adult students or visitors are free to leave the campus immediately after being notified that they will not be

permitted to proceed to their intended destination, though it would be helpful if they remained on campus to review their symptoms and on-campus movements to determine the full extent of potential Level 1, Level 2, or Level 3 Exposures,

- The Program Director or COVID Responder will accompany the student/visitor to the designated Symptom Monitoring Room for that building or area. (The list of Symptom Monitoring Rooms is maintained on the intranet.)
- The person accompanying the student MUST:
 - Wear an N95 mask and provide a face covering to the student/visitor if they do not have one. Students and visitors MUST wear a face covering.
 - Wear disposable gloves if contact with the ill student/visitor is necessary.
 - Maintain social distance as much as possible.
 - Take the student's/visitor's temperature, do a visual assessment, and ask the student/ visitor how they are feeling. This information is recorded on the COVID-19 Exposure form found on the district intranet and the external website. That form is submitted to Safety & Security and the HR department.
 - If the only indicator of a potential COVID-19 infection was the student's or visitor's initial temperature reading and at least two subsequent temperature readings fall within the acceptable range, the student or visitor will be free to continue to their intended destination.
 - Monitor the ill student/visitor until the Program Director releases them.
 - Properly dispose of all used PPE and thoroughly wash their hands.
- The Program Director will notify the Director of Facilities Services that the Symptom Monitoring Room has been occupied and needs to be disinfected.
- The COVID Responder and all employees may continue their regular work duties.
- The student/visitor is now considered a Suspected Case. The Program Director will send ill students home OR will contact the student's parent/guardian, if the student is under the age of 18, to come to pick them up or to authorize them to drive themselves home.
 - Staff will inform the ill student/visitor or parent/guardian of CDC guidelines for home care and provide printed materials and CDC website address.

- Adult students OR parents/guardians will be encouraged to seek medical care for themselves or their children.
- A distance learning plan will be initiated for students while in quarantine when possible.
- Students with a Suspected Case will be allowed to return to school after:
 - Three consecutive days with no fever (without the use of a fever suppression medication)
 - AND
 - No symptoms for at least 24 hours
 - AND
 - At least ten days since symptoms first developed
 - OR
 - have tested negative for COVID-19 by a viral/diagnostic test (not an antigen test)
- If the exposure investigation determines that students or employees had close contact with the Suspected Case, they will be regarded as having had a Level 2 Exposure and will be required to quarantine for 5 days. If at any time during the 5-day quarantine the Suspected Case is confirmed as an Active Case, the 5-day quarantine will be extended to a 14-day quarantine.

Scenario 3 – Employee with a Suspected Case

An employee arrives at work with a fever of 100.4 degrees or above OR develops symptoms of COVID-19 after arriving

- If a fever is measured at the temperature check station or if the employee fails to meet the attestation form admission criteria, the attendant will ask the employee to step to the side, at least six feet away from anyone in the area, and to contact their supervisor immediately.
- If the potential COVID-19 symptoms are observed during the workday, the employee will immediately distance themselves from others and notify their supervisor.
- The supervisor shall keep socially distanced from the ill employee and immediately send the employee home with information for self care.
- If the ill employee must wait for a ride, the supervisor contacts a COVID Responder for that site.
- The COVID Responder will accompany the ill employee to the designated Symptom Monitoring Room for that site.

- The COVID Responder MUST:
 - Wear an N95 mask and provide a face covering to the ill employee if they do not have one. Employees MUST wear a face covering.
 - Wear disposable gloves if contact with the ill employee is necessary.
 - Maintain social distance as much as possible.
 - Take the employee's temperature, provide a visual assessment, and ask the employee how they are feeling. This information is recorded on the COVID-19 Student/Visitor/Employee Illness Report form found on the district intranet and the external website. That form is submitted to Safety & Security and to Human Resources.
 - If the only indicator of a potential COVID-19 infection was the employee's initial temperature reading and at least two subsequent temperature readings fall within the acceptable range, the employee will be free to continue to their work area.
 - Monitor the ill employee until the supervisor releases them.
 - Properly dispose of all used PPE and thoroughly wash their hands.
- The COVID Responder notifies the Director of Facilities Services that the Symptom Monitoring Room has been occupied and needs to be disinfected.
- The COVID Responder and all employees continue their regular work duties.
- The employee is now considered a Suspected Case. The supervisor sets the employee up for work from home for the duration of their quarantine if possible. If a work from home situation is not possible for the entire quarantine period, the employee will be directed to consult HR concerning options for taking leave.
- The employee will be allowed to return to work after:
 - Three consecutive days with no fever (without the use of a fever suppression medication)
 - AND
 - No symptoms for at least 24 hours
 - AND
 - At least ten days since symptoms first developed
 - OR
 - have tested negative for COVID-19 by a viral/diagnostic test (not an antigen test)

- If the exposure investigation determines that students or employees had close contact with the ill employee, they will be regarded as having had a Level 2 Exposure and will be required to quarantine for 5 days. If at any time during the 5-day quarantine the Suspected Case is confirmed as an Active Case, the 5-day quarantine will be extended to a 14-day quarantine.

Scenario 4 – Employee or student with Level 1 Exposure, resulting in multiple Level 3 Exposures

An MNTC employee or student is contacted by an OSDH Contact Tracer and notified that they have been in close contact with a person positive for COVID-19 (an Active Case) during their infectious period. MNTC will consider this person as having had a Level 1 Exposure. This individual may be infected with COVID-19, whether showing symptoms or not. This person has been on campus and others have had close contact with them, resulting in multiple Level 3 Exposures.

- The person contacted by OSDH must complete the online COVID-19 Exposure Report Form that is found on the district intranet and the external website.
- The procedures described in Scenario 1 above should be followed for those with Level 1 Exposures.
- MNTC will identify the employees and students who have had close contact with the person with the Level 1 Exposure. These individuals will be considered as having had a Level 3 Exposure.
- Those with a Level 3 Exposure, or their parent/guardian if minors, will be notified of the situation. The district will regard these individuals as unaffected.
- If the individual with a Level 1 Exposure becomes symptomatic for COVID-19, they will be considered to have become a Suspected Case. Those formerly classified as having had a Level 3 Exposure will now be considered as having had a Level 2 Exposure and must follow the quarantine procedures described for Level 2 Exposures above.

Scenario 5 – Employee or student travels and/or attends social gathering

An employee or student travels by commercial air or by car to an out-of-state location to attend a family gathering.

- Before traveling, employees and students are asked to submit the Notification of Plan to Travel form, found on the intranet and the district website.
- If the individual travels by commercial air, they will be considered to have had close contact with a Suspected Case and will be classified as a Level 2 Exposure, requiring a 5-day quarantine upon return, while watching closely for symptoms. If after 5 days no symptoms have developed, the individual may return to campus. If symptoms develop during the 5-day quarantine (or anytime thereafter), the individual becomes a Suspected Case and may choose to test for COVID-19. Depending on the results of the test, the individual becomes an Active Case (if test results are positive) or may return from quarantine early (if test results are negative AND other conditions for return are met).
- If the individual travels by car and observes all recommended health protocols throughout their trip, including at all stops and while at their destination, and if they do not have close contact with an Active or Suspected Case at any time during their trip, they will be considered a Level 3 exposure and should closely watch for symptoms after they return. No quarantine is required. If they do have close contact with an Active or Suspected Case, they will be considered a Level 1 or Level 2 exposure and will be required to quarantine as specified (see the Quick Reference Chart on page 15).
- If at any point during their trip or while attending a social gathering of more than 10 people (whether in-state or out-of-state) the individual is not able to maintain all recommended health protocols – even if it is due to circumstances beyond their control – they will be considered a Level 2 exposure and must quarantine for 5 days after their last lapse in maintaining protocols.
- If an employee or student who has traveled has *any* uncertainty about the implications of their activities while traveling, they should consult with their supervisor or instructor before returning to campus.

Scenario 6 – Excessive absenteeism in a building or area

An administrator is monitoring absenteeism in a particular building or area and observes that the combined absentee rate for students and employees has reached or exceeded 10%.

- The administrator will report the level of absenteeism to the Director of Safety & Security, who will review to determine if a situation of concern for COVID-19 spread has developed.
- If a building or area shutdown is required to prevent further spread, all MNTC employees and MNTC students/parents will be notified.
 - Students and employees in the affected building or area will be provided distance instruction and remote work as much as possible until the administration determines that in-person classes and onsite work may resume safely.
- If a campus-wide shutdown is necessary, all MNTC employees and MNTC students/parents will be notified. All students and employees will be provided distance instruction and remote work as much as possible until the administration determines that in-person classes and onsite work may resume safely.

SYMPTOM MONITORING ROOMS

Facilities Services Building	Plan Area (SW corner of large room)
Health Building	Admin Conference Room – Primary Dental Lab - Secondary
IT Building	Admin Conference Room – Primary Brainstorming Conference Room - Secondary
Main Building – Areas A & B	Wellness Room near front entrance – Primary Staff break room at North Dining - Secondary
Main Building – Area D, Tech Training, Construction	Admin Conference Room – Primary Empty Admin Office - Secondary
South Penn Main Building	Admin Conference Room – Primary Upstairs Small Conference Room - Secondary
South Penn Wellness & Training Center (formerly Business Development Center)	Conference Room A – Primary Conference Room B - Secondary

CONCLUSION

As a reminder, the 2020-21 school year instructional format may change to ensure student and staff safety in the midst of uncertain COVID-19-related health conditions. This could include transitioning to and from online learning and/or face-to-face and a combination of both learning models. Moore Norman leaders may adjust processes at any given point throughout the school year, with everyone’s safety and student learning outcomes remaining of primary concern. Refer to www.mntc.edu/BackToSchool for the latest updates.

Preparing for success, changing lives, building better tomorrows

REFERENCES

Centers for Disease Control & Prevention (CDC)

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Oklahoma State Department of Education (OSDE)

<https://sde.ok.gov/sites/default/files/Return%20to%20Learn%20Oklahoma.pdf>

Oklahoma State Department of Health (OSDH)

<https://coronavirus.health.ok.gov/>

US Occupational Safety and Health Administration (OSHA)

<https://www.osha.gov/SLTC/covid-19/>